

*Master Copy of  
Ltr. Forwarded to  
Heads of Offices  
of Record*

MEMORANDUM TO:

SUBJECT: Policy and procedure on the use and handling of certain kinds of information that may be pertinent to the question of suitability for membership in the Career Staff.

The CIA Career Council, at its 10th meeting on Thursday, 19 May 1955, approved the following policies and procedures affecting certain offices of record, Heads of Operating Components, Heads of Career Services, the CIA Selection Board, the Executive Director of the CIA Selection Board and the Examining Panels of the CIA Selection Board.

1. Without respect to the question of selection for membership in the Career Staff.

It should be a matter of standard operating procedure that the seven offices of record (listed below) should, on a continuing basis, furnish the Head of an Operating Component with any information concerning the work performance, conduct or status of the persons under his jurisdiction. This should be done to the extent that it is professionally appropriate (e.g., Medical Staff) or operationally secure (e.g., Office of Security, Inspector General, and Inspection and Review Staff). The Head of the Operating Component should be responsible for keeping the Head of the Career Service (if they are not one and the same person), advised of such information when appropriate.

Office of Personnel  
Office of Security  
Office of Training  
Medical Staff  
Office of the Comptroller  
The Inspector General  
Inspection and Review Staff


2. With respect to the question of selection for membership in the Career Staff.

a. As cases are scheduled by the Executive Director of the CIA Selection Board for review by an Examining Panel, the Head of the Career Service concerned will be furnished with the list of names of those persons under his career jurisdiction at the same time that the list is forwarded to the seven offices of record for their review and comment. The list will serve

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to inform the Head of the Career Service of those persons whose applications will be considered by an Examining Panel within approximately the next 30 days.

5. To the extent that it is professionally appropriate and operationally secure, the seven offices of record will furnish to the CIA Selection Board and simultaneously to the Head of the Career Service concerned and/or to the Head of the Operating Component, information concerning the work performance, conduct or status of those persons whose cases are to be reviewed by an Examining Panel.
6. If an Examining Panel considers that information available to it on a particular case appears to be inconsistent with the recommendation of the Head of the Career Service concerned or might not have been available to him when his original recommendation was made, the Executive Director of the CIA Selection Board will forward such information to him on an EYES ONLY basis. This will enable the Head of the Career Service to reconsider his original recommendation in the light of any new information and to modify it, if he so desires. Upon receipt of his reply, the Executive Director will forward the case directly to the CIA Selection Board without further review by an Examining Panel.
7. Any additional disseminations of the information supplied pursuant to paragraph 1. and 2. above will be limited to that concurred in by the originating office of record.

  
HARRISON G. REYNOLDS  
Chairman, CIA Career Council

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